

**Town Of North Andover**  
**Job Posting: Reference Librarian**

The Stevens Memorial Library seeks to fill a part-time (18-hours a week) Reference Librarian position.

**ESSENTIAL JOB FUNCTIONS:**

- Performs various tasks requiring a broad knowledge of professional literature, bibliographic resources, and principles of information delivery and services.
- Works regular shifts at the reference desk, responding to questions from patrons in person, via email, or the telephone, using a wide range of resources: print, electronic, microfilm, etc.
- Oversees daily operation and provides instruction in the use of the Library's public computers, printer, and photocopier.
- Answers questions about electronic devices such as e-readers, tablets, phones, etc. and provides instructions in digital resources such as ebooks, downloadable materials, streaming content, etc.
- Uses reference interviewing skills and readers' advisory knowledge to effectively support patrons needs.
- Maintains a working knowledge of information sources and an awareness of new resources and technologies. Effectively uses and promotes the Library's collections and electronic resources.
- Provides excellent customer service to the public and interprets library services and policies to patrons in a clear, consistent and courteous manner.
- Actively participates in staff development and training opportunities when appropriate and embraces opportunities to learn in a changing environment.
- Works at any library location as needed. Assists with Library programs as needed.

**MINIMUM QUALIFICATIONS FOR PERFORMING ESSENTIAL JOB FUNCTIONS:**

- Demonstrated knowledge of search techniques using print and electronic resources and an ability to instruct others in their use.
- Proficiency in current and emerging trends in library technologies (equipment and their applications).
- Commitment to excellent customer service with demonstrated enthusiasm, patience and flexibility when working with the public.
- Experience using a library automated system and programs; office applications such as word processing, spreadsheets, and presentations; and social media and web development resources.
- Ability to create positive working relationships and collaborate successfully with co-workers; ability to communicate effectively verbally and in writing.
- High degree of flexibility and ability to multi-task and frequently change focus in order to meet the varying needs of library users and the dynamic needs of public library service.

**MINIMUM REQUIREMENTS:**

**Education:** Master's Degree in Library Science (MLS) or Library and Information Science (MLIS) from an American Library Association accredited library school or Bachelor's Degree with course work toward the degree.

**Experience:** Work experience in public library setting preferred.

**Physical Requirements:** Performs duties under typical library conditions. Position requires frequent physical effort, such as carrying books (20-30 lbs), pushing book carts (up to 150 lbs), bending, stretching, grasping, etc. to retrieve library materials. Able to view computer screens for extended time periods and able to operate computers, telephones, photocopiers, printers and other office equipment.

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**Schedule:** 18 hours a week including at least 1 evening and regular weekend (Saturday 9am-5pm and Sunday 1:30-5pm) in rotation from Labor Day through Memorial Day.

**Compensation:**

Rate: Librarian I (S-10) \$19.45 - \$23.29 in 8 steps; coursework in an MLS degree program  
Librarian I (S-11) \$20.43 - \$24.47 in 8 steps; coursework in an MLS degree program  
Librarian I (S-12) \$21.24 - \$25.43 in 8 steps; MLS degree

Position is subject to the terms and conditions of the Town of North Andover's AFSCME - Professional Librarians collective bargaining agreement:  
([http://www.townofnorthandover.com/Pages/NAndoverMA\\_WebDocs/lm1316.pdf](http://www.townofnorthandover.com/Pages/NAndoverMA_WebDocs/lm1316.pdf))

**Deadline:** Anyone interested in the above position **must email** a cover letter and resume to:

Kathleen Keenan, Library Director  
c/o Karen Consoli at [KConsoli@NorthAndoverMA.gov](mailto:KConsoli@NorthAndoverMA.gov)

Position is available July 5, 2016

Position is open until filled.

*The Town of North Andover is an Affirmative Action/Equal Opportunity Employer.*

Post date: June 7, 2016